RESUME

**Saurabh** Badoni

Library Apperentice

Learning Centre

Defence Scientific Information & Documentation Centre (DESIDOC)

Contact No. - 9667063132

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## CAREER OBJECTIVE -

Aspiring Library Science Professional looking for a position to contribute my professional **Skills** and **Strong Passion** to support Library’s mission in promoting **Vibrant Academic environment** facilitating Information access to Students & Staff.

## ICT APPLICATIONS SKILLS & COMPETENCIES -

* Specialization in W**ebsite Designing using Html ,CSS ,JAVA Script**, experience of Video Editing Software Filmora and VN,Knowledge of RDBMS My SQL, Microsoft Office Software MS- Word, MS Excel.

**EDUCATIONAL QUALIFICATION** -

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| --- | --- | --- | --- |
| **Qualification** | **Year** | **Institute** | **Percentage**  **/CGPA** |
| M.L.I.Sc | 2023 | University of Delhi | 67.5 % |
| B.L.I.Sc | 2022 | University of Delhi | 70 % |
| B.Sc | 2021 | University of Delhi | 73.61 % |
| 12th | 2018 | DSB International Public School Rishikesh (U.K) CBSE | 84.2 % |
| 10th | 2015 | DSB International Public School Rishikesh (U.K) CBSE | 9.0 |

# WORK EXPOSURE -

* **Library Automation -** Performed in House Operations like Acquisition, Cataloguing, Circulation, and Serial Management of documents on Koha Software, & DSpace etc.
* **Technical Processing Classification –** Classified Information Sources in classification Schemes of **DDC** & **CC**, Cataloguing Codes of **AACR2R, CCC** and MARC21 Format & Acquisition of books/eBooks, journals, and e journals.
* **User Services -** Managed **Library circulation counter**, reference services, and performed duties on weekends and public holidays during different shifts.
* **Website Desigining -** Designed and devloped a full dynamic and responsive library website for Ramjas college ,University of Delhi

# WORK EXPERIENCE –

Currently Working in **Defence Scientific Information & Documentation Centre (DESIDOC)** as a Library Apperentice since February 2024.

# PERSONAL DOSSIER

**Father’s Name –** Mr. Sunil Dutt Badoni **Date of Birth – 25th O**ctober,2000 **Linguistic Abilities –** English, Hindi

**Marital Status –** Unmarried

**Address –** Kusum kunj,Haridham colony,Rishikesh 24209(Uttrakhand)

**REFERENCES –**

**Name** – Ankit Yadav **Phone -** 8076506032 **Email –** [tulikas@iimidr.ac.in](mailto:tulikas@iimidr.ac.in)

**Designation –** Senior Technical Assistant-B, **DESIDOC,DRDO,110054**

**Name** – Dr.Pinki **Phone - 8827902060** **Email –** [pi](mailto:pkwalia2002@gmail.com)nkisha@gmail.com

**Designation –** Professor, **University of Delhi,** Delhi 110007

**DECLARATION -** I hereby declare that the details furnished above are true and correct to the best of my knowledge.

**PLACE – DELHI** **SIGNATURE -** Saurabh Badoni